

<b>Job Title:</b>	Data Entry Specialist	<b>Reports To:</b>	Data Entry Coordinator
<b>Department/Group:</b>	Administration	<b>Job Code/ Req#:</b>	70110
<b>Location:</b>	MI – Kalamazoo	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	To be determined	<b>Position Type:</b>	Part-time, non-exempt
<b>HR Contact:</b>	Ashleigh Crisp Hobart	<b>Date posted:</b>	September 14, 2012
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Until position is filled
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (269)492-1439 or <a href="mailto:hr@gshom.org">hr@gshom.org</a> Subject Line: Data Entry Specialist - Kalamazoo Attention: HR Department		<b>MAIL:</b> HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <ol style="list-style-type: none"> <li>Candidates will provide data entry support for all teams as it relates to the department goals, objectives, and budget</li> <li>Working closely with the Data Entry Coordinator, will provide daily assistance in entering membership and program registrations, as well as provide registration confirmations</li> <li>As a team member, enters registrations into database and maintains order of registration process and track financial assistance requests for membership and program</li> <li>Candidates will assist with the database help desk email and phone to answer questions and troubleshoot problems for volunteers/staff</li> <li>Other duties as assigned.</li> </ol>			
<b>EDUCATION</b> <ul style="list-style-type: none"> <li>Associate's degree or equivalent education and experience required.</li> </ul>			
<b>PREFERRED SKILLS</b> <ol style="list-style-type: none"> <li>Must possess excellent oral and written communication skills and work in a team environment</li> <li>Ability to provide professional customer service, have a willingness to accept new responsibilities and handle multiple projects</li> <li>Have the ability and initiative to work independently, multi-task, and work well with all levels of volunteers/staff on an as-needed basis</li> <li>Proven high-level data entry and retrieval skills are a must</li> <li>Candidate must have the ability to provide spreadsheets with necessary data for management review</li> </ol>			
<b>WORK SCHEDULE</b> <ol style="list-style-type: none"> <li>Will work 21 – 28 hours dependent on work load and need, within our normal business hours of 8:00 a.m. to 5:00 p.m.</li> <li>Position requires flexibility with a schedule that could change weekly based on need</li> <li>Position requires candidates to work some evenings and weekends on an as-needed basis</li> </ol>			

**BENEFITS**

- 403(b)
- Vacation
- Sick
- Personal Leave
- Floating Holiday
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.